



US ARMY FINANCIAL MANAGEMENT COMMAND



Pre-Deployment Training Requirements for GFEBS Provisioning

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

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 - ▶ Useful Web Links

References



- ❖ Army Regulation AR 25-2 (Information Assurance)
http://www.apd.army.mil/pdffiles/r25_2.pdf
- ❖ Army Regulation AR 380-67 (Personnel Security Program)
http://www.apd.army.mil/pdffiles/r380_67.pdf
- ❖ Theater Financial Management Center (TFMSC) milWiki Portal
https://www.milsuite.mil/wiki/Portal:Theater_Financial_Management_Support_Center
- ❖ GRC Training Materials
<https://www.us.army.mil/suite/files/20040697>
- ❖ PM GFEBS Guidance memorandum, Interim Provisioning for the use of the General Fund Enterprise Business System (GFEBS). *Dated December 2011*
- ❖ PM GFEBS Guidance memorandum, Interim-to-Permanent Provisioning for the use of the General Fund Enterprise Business System (GFEBS). *Dated December 2011*

GFEBS Background Information



Definition - The General Fund Enterprise Business System(GFEBS) is the Army's new web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Active Army, the Army National Guard and the Army Reserve. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations, and the Standard Operation and Maintenance Army Research and Development System (SOMARDS).

System - GFEBS uses Systems Applications and Products in Data Processing (SAP) software, a Commercial Off-the-Shelf Enterprise Resource Planning

GFEBS Background Information (Cont'd)

Goal - The primary goal of GFEBS is to capture transactions and provide reliable data to better enable Army leadership to make decisions in support of the Warfighting effort. The Army GFEBS goals are:

- **Provide decision support information to sustain Army Warfighting capability**
- **Provide analytic data and tools to support Institutional Adaptation**
- **Reduce the cost of business operations**
- **Improve accountability and stewardship**
- **Accomplish and provide complete Auditability**

GFEBs Background Information (Cont'd)

Benefits

- Part of the U.S. Army's Program Executive Office Enterprise Information Systems portfolio
- Subsumes over 80 Army legacy systems and will eventually manage a budget of over \$140 billion
- Offers new and improved capabilities for Army-wide interoperability
- Increases Army Financial Management quality and effectiveness

GFEBS Background Information (Cont'd)

Benefits (Cont'd)

- Reduces cycle-time and variance to free human and financial resources for higher priorities
- Provides viewing and determining impacts of financial management decisions alongside budget structure
- Ability to differentiate between immediate funding needs and application of budgets and financial strategies that target near- and long-term demands of Congress, the Army, and the Warfighters they serve



GRC

(Governance, Risk and
Compliance)

GRC Overview

- GRC is a web-based application used by the Army to manage access to the GFEBS system. The incumbent TFMSC is the only entity in theater with the ability to add personnel in the GRC in support of Disbursing and Commercial Accounts (Fund the Force) operations.
- The application enables the Army to:
 - Assign and maintain GFEBS role assignments
 - Track and manage role assignments that introduce potential conflicts to internal controls (SoD conflicts)
 - Monitor the progress of GFEBS role provisioning
 - Improve management decision-making in the areas of role provisioning and GFEBS system access

GRC Importance

- The Army manages GFEBS access using the GRC application to:
 - Ensure that the people have access to appropriate GFEBS end-user roles
 - Provide an approval audit trail for end-users that receive access to GFEBS
 - GRC will manage the list of people who are provisioned with GFEBS roles including accounting, invoicing, and other financial responsibilities for the Army.
- Note:** *GFEBS provisioning requests for personnel deploying in support of Contracting, Resource Management, supply and other functions other than Disbursing and Commercial Accounts will not go through the incumbent TFMSC.*

GRC Benefits

➤ **Organizational Benefits**

- Helps to automate the GFEBS user provisioning process
- Controls access to the GFEBS system
- Provides an audit trail for GFEBS system access
- Identifies Separation of Duties (SoD) conflicts prior to granting GFEBS system access

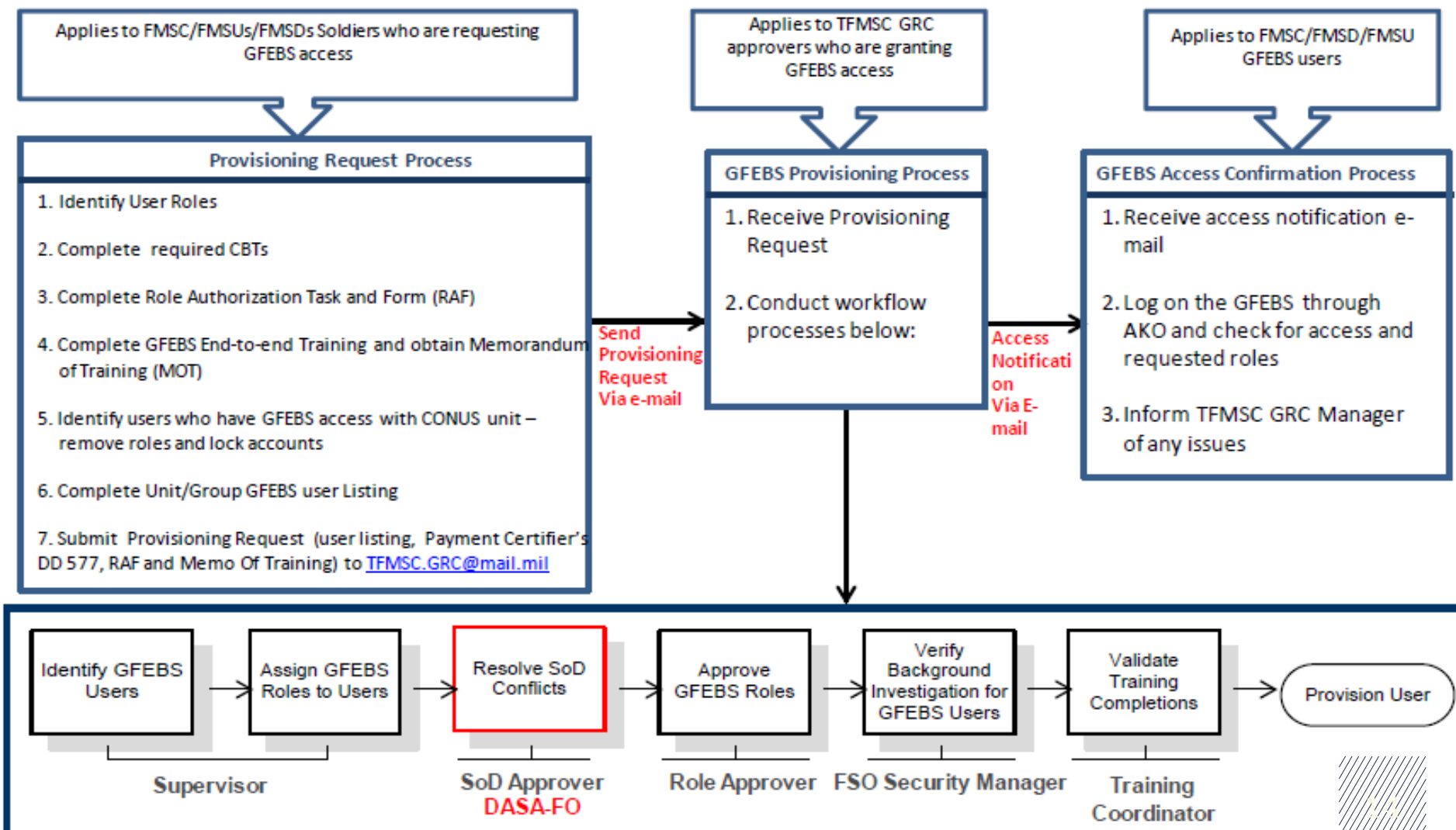
➤ **GRC Approver Benefits**

- Provides a self-service, web-based application
- Allows status monitoring of user provisioning Requests
- Reduces the burden of paperwork and manual processes



GRC Provisioning Process Overview

GRC Workflow Process (Theater)





Deploying FM Unit Provisioning Requests

Background Investigation (BI)



There are no “Clearance” requirement for most GFEBS positions. The only requirement is for personnel to have successfully undergone a Background Investigation (BI) (includes interim Clearance) and the results being available in JPAS (Joint Personnel Adjudication System). The GFEBS GRC Security Manager will ensure the user has a positive final adjudication and/or interim approval prior to granting access to GFEBS. Below are the minimum requirements

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

Background Investigation (BI)

(Cont'd)

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

IT/ADP Level I – Sensitive to Critical positions (accounting, disbursement (payment), or authorization of disbursements greater than \$10M per year).

IT/ADP Level II – Non-sensitive to Sensitive positions (accounting, disbursement (payment), or authorization of disbursements less than \$10M per year).

IT/ADP Level III – Non-sensitive positions, the

Background Investigation (BI)

(Cont'd)

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

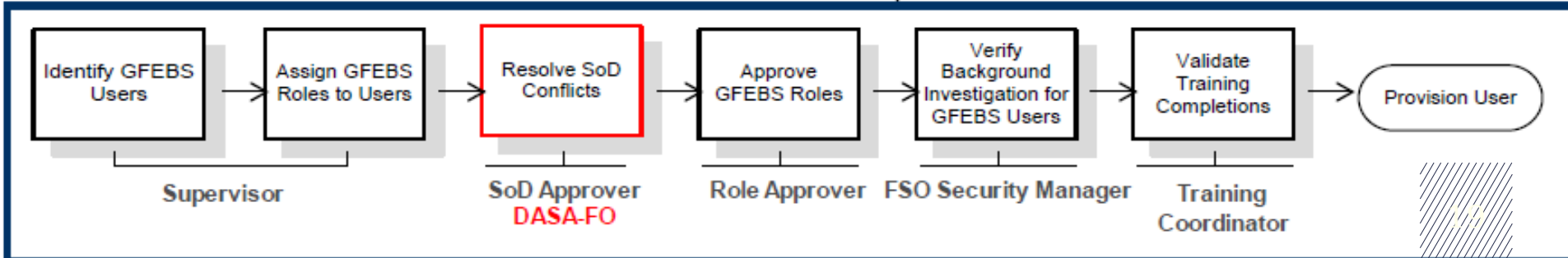
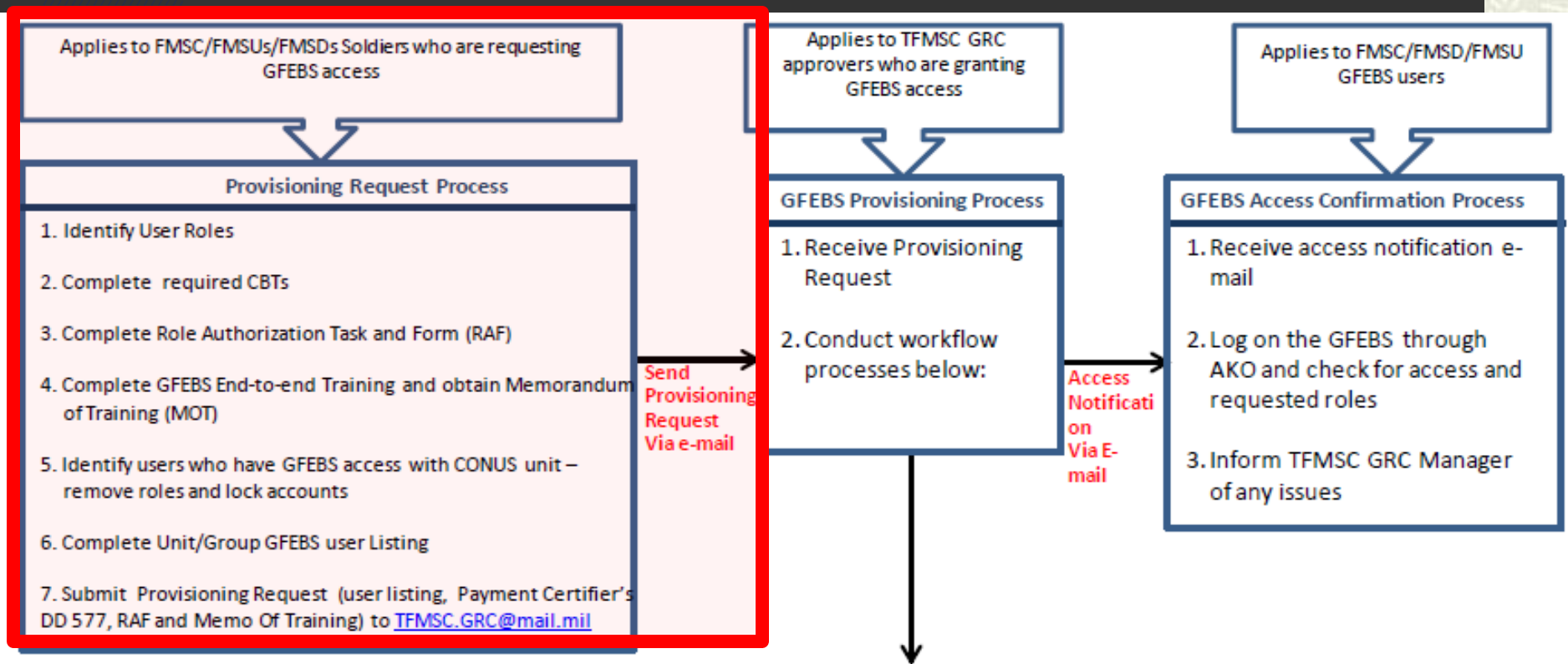
SSBI (Single Scope Background Investigation) - an initial security clearance investigation required for Top Secret, SCI and Q access, and involves agents contacting/interviewing previous employers, coworkers and other individuals. (in-depth investigation)

ANACI (Access National Agency Check and Inquiries) This investigation is composed of a NACLC plus written inquiries to current and past employers, schools, and references covering past 5 years.

NACI (National Agency Check and Inquiries) This investigation is composed of a NAC plus written inquiries to current and past employers, schools, references, and local law enforcement agencies covering the past five years and if applicable, of the appropriate agency for any identified arrests. All DoD NACIs include a credit search .

NACLC (National Agency Check with Local Agency Checks and Credit Check) - This investigation is composed of a NAC plus credit search and checks at local law enforcement agencies where the subject has lived, worked, and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified arrests.

Deploying FM Unit Responsibilities



Deploying FM Unit Responsibilities (Cont'd)

The Deploying Unit must take these steps in order to initiate provisioning:

- ✓ Identify User Roles based on personnel on-hand and their counterpart's functions prior to arrival to theater.
- ✓ Complete all the required Computer Based Training (GBT's)
- ✓ Complete Role Authorization Task and Form (RAF)
- ✓ Request and complete GFEBS End-to-End Training conducted by the Operational Support Team-OST*

**Note: Personnel that are already deployed or that did not have the opportunity to obtain GFEBS End-to-End Training prior to deployment may request it from the Theater Financial Management Support Center (TFMSC),*

Deploying FM Unit responsibilities (Cont'd)

- ✓ Identify users who have GFEBS access with CONUS unit –remove roles and lock accounts
- ✓ Complete Unit/Group GFEBS User Listing
- ✓ Submit Provisioning Request (user listing, Payment Certifier's DD 577, RAF and Memo Of Training) to TFMSC.GRC@mail.mil

GFEBS Provisioning Checklist



THEATER FINANCIAL MANAGEMENT SUPPORT CENTER GFEBS PROVISIONING CHECKLIST



TASK TO ALL GFEBS USERS

1. **FMSU/FMSD Commander**
Identify Users and select GFEBS user roles needed for your duty position from the Standard MTOE GFEBS CVS and Disbursing Battle Teams.
2. **FMSU Commander**
Appoint Payment Certifiers using a DD Form 577 and ensure that they are counseled for pecuniary liability IAW the DoDFMR Vol 5, Chapter 33 guidance.
3. **FMSU/FMSD Commander**
Log on to TFMSC Mtwiki provisioning page @ https://www.milsuite.mil/wiki/Portal:Theater_Financial_Management_Support_Center_GFEBS_Provisioning_Process to identify the requirements for specific user roles and roles that require a Role Authorization Task.
4. **User**
Register for required CBTs through ALMS on-line (CBT courses)
5. **User**
Complete CBTs
6. **User**
Complete the required training on AKO for each role (AKO Role Authorization Tasks job aid and instructions)
7. **User**
Sign and date the **specific** RAF for each required role.
8. **FMSU/FMSD Commander**
Verify that user(s) complete all required CBTs and RAFs (see how to check users' ALMS training records). This will ensure a timely and smooth provisioning process.

TASK TO PRE-DEPLOYED USERS ONLY

1. **FMSU/FMSD Commander**
Contact the United States Army Financial Management Command (USAFMCOM) for Operational Support Team (OST) at (317) 212-1300/8900 to coordinate OST End-to-End Training for users **120 days** from Boots on Ground (BOG).
2. **FMSU/FMSD Commander/User**

Complete OST end-to-end training IAW USAFMCOM guidance and obtain a Completion of GFEBS training memorandum signed by an O-5 or above from USAFMCOM.

3. **FMSU/FMSD Commander**
Identify users with existing GFEBS accounts and submit GFEBS Provisioning Request to the TFMSC GRC Manager, (1LT Bryan, Claudia K.) at Claudia.K.Bryan.mil@mail.mil **90 days prior to BOG**. Ensure you include the following:
 - a. Unit/Group GFEBS User Listing (Include GFEBS user role(s) and EDIPI for each user and indicate if users have existing GFEBS account).
 - b. USAFMCOM's Completion of GFEBS training memorandum
 - c. Completed and signed DD Form 577 appointing payment certifiers.
 - d. Dated and signed RAF for all applicable roles.
4. **FMSU/FMSD Commander/Users**
Ensure that user with existing GFEBS accesses roles are removed and accounts are locked **21 days** BOG by contacting current unit/organization GRC Manager.

This tool allows the Command Team to better track their Unit's progress in their GFEBS provisioning.

Contact Theater FMSC if you experience any

GFEBS access with another unit/organization, or if users' roles to be removed and accounts to be

Claudia.K.Bryan.mil@mail.mil and coordinate deployed GFEBS

5. **FMSU/FMSD Commander**
Complete Deployed GFEBS End-to-End Training and obtain a memorandum of training from the TFMSC instructor signed by O5 or above.
4. **FMSU/FMSD Commander**
Submit GFEBS Provisioning Request to the TFMSC GRC Manager, (1LT Bryan, Claudia K.) at Claudia.K.Bryan.mil@mail.mil as soon as all required training is completed. Ensure you include the following:
 - a. Unit/Group GFEBS User Listing (Include GFEBS user role(s) and EDIPI for each user and indicate if users have existing GFEBS account).
 - b. Copy of required CBTs' Certificate of Completion for requested roles.
 - c. Completed and signed DD Form 577 appointing payment certifiers
 - d. Dated and signed RAF for all applicable roles.
5. **FMSU/FMSD Commander**
Check for GFEBS access **7 days** after submitting GFEBS Provisioning Request. Contact TFMSC if you experience any problems.



Required Training prior to Provisioning

Computer Based Training (CBT)



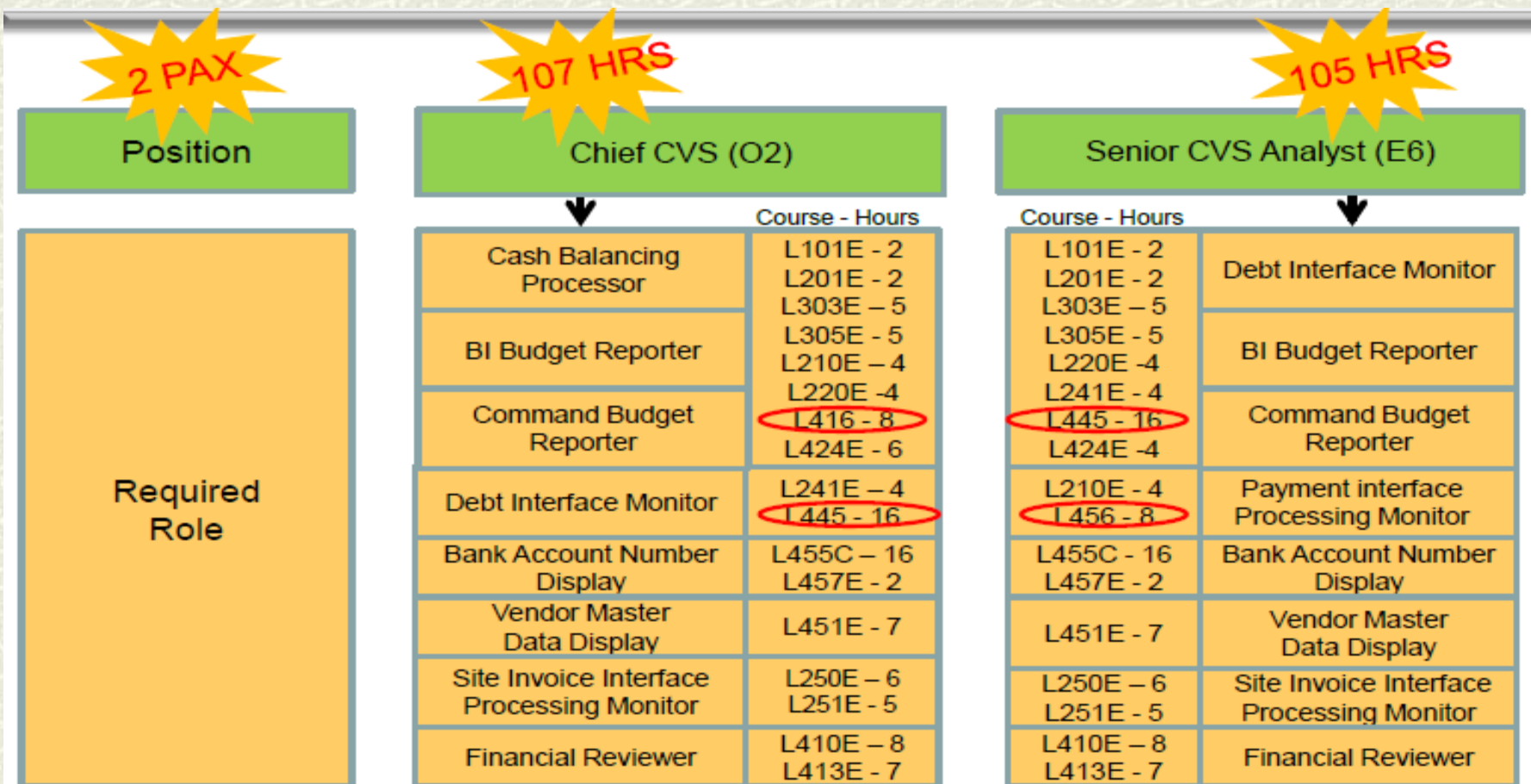
Computer Based Training (CBT) is a requirement for GFEBS provisioning. The training is designed to familiarize the users with the GFEBS application, the functional area the user will be assigned to and particulars regarding “Role-specific” data access and individual transactions processed by the user to accomplish their assigned function. All CBT courses must be taken in the Army Learning Management System (ALMS).

Access to GFEBS will not be granted unless all required CBT’s for a specific GFEBS Role are completed (no exceptions). It is the responsibility of Unit Leadership to ensure these requirements are met prior to GFEBS End-to-End Training and “Boots On Ground”

Link to the most
current CBT
information

https://www.milsuite.mil/wiki/Portal:Theater_Financial_Management_Support_Center

FMSU Fund the Force (FTF) CBT's

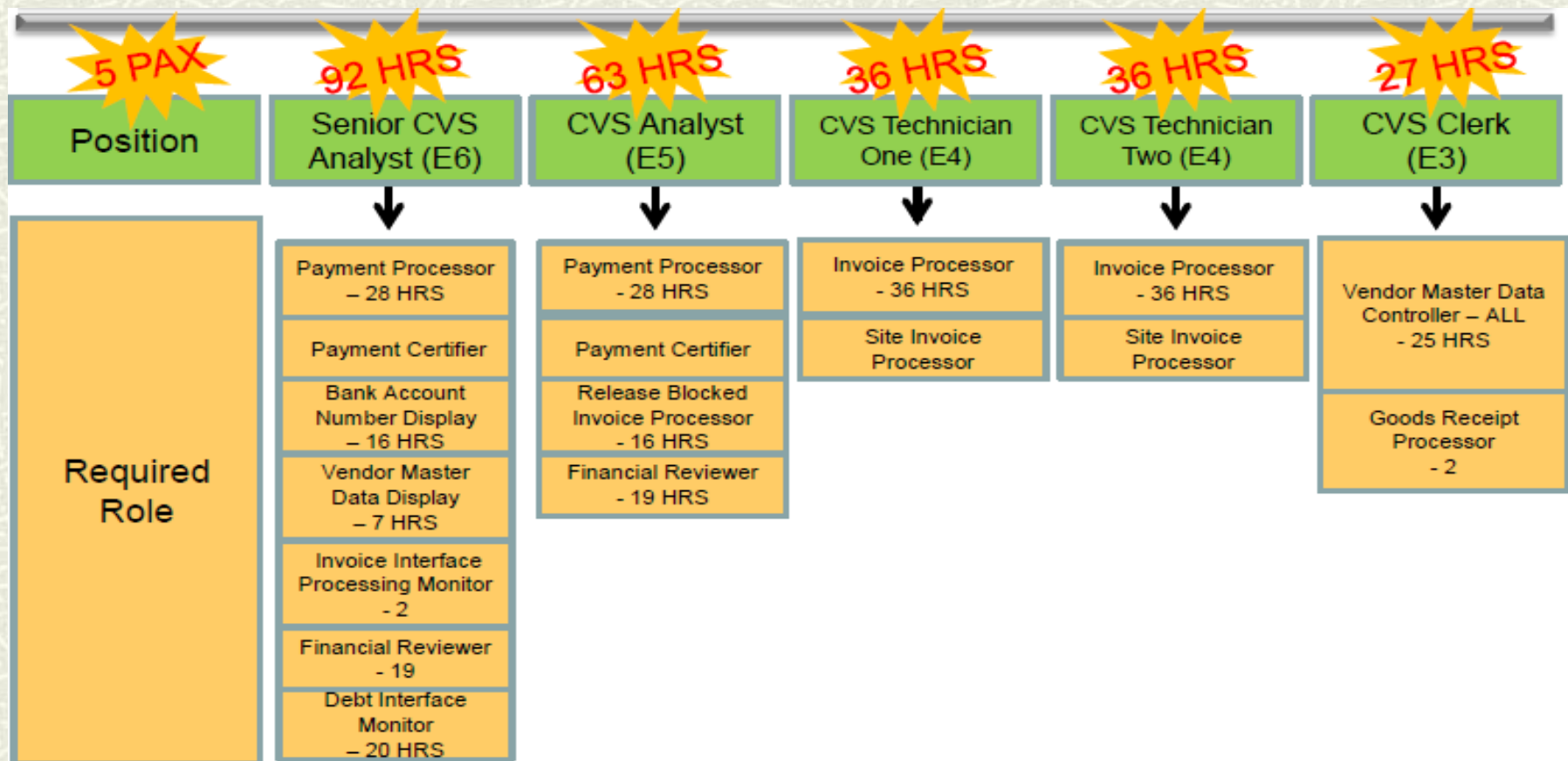


ILT*

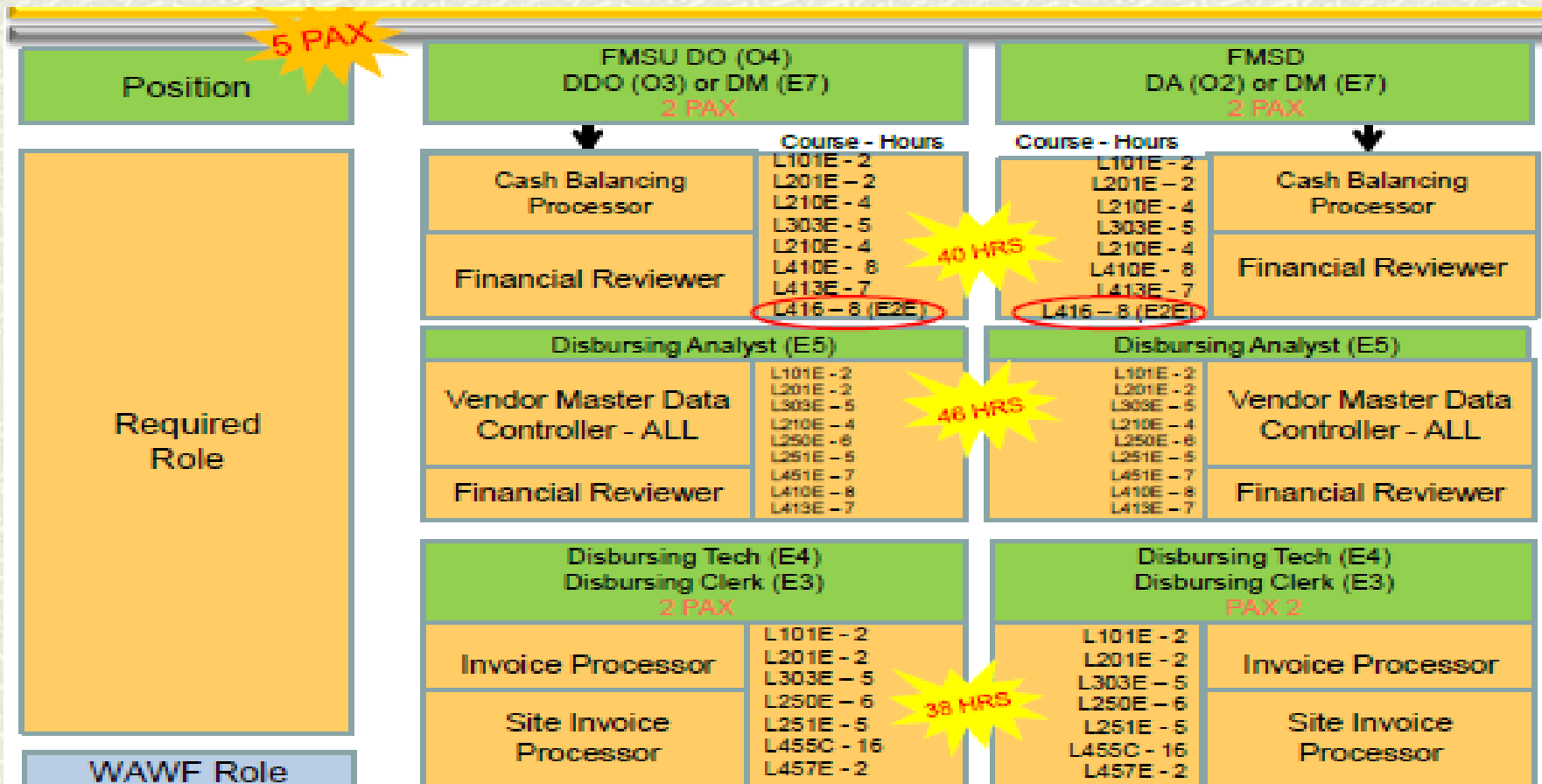
NOTE: Duplicate CBTs have been removed

FMSD Fund the Force (FTF)

CBT's



FMSU, FMSD Disbursing CBT's



FMSC CBT's

<div>25 PAX</div> <div>Position</div>	Accounting, Internal Control and Cash Management			
Required Role	Exchange Rate Monitor			
	Non-ITS Exchange Rate Monitor	L210E - 4	L101E - 2	BI Managerial Reporter
	Customer Interface Monitor	L303E - 5	L201E - 2	BI PP&E Reporter
	Customer Master Data Reporter	L240E - 4	L220E - 4	BI Budget Reporter
	Journal Voucher Processor	L251E - 5	L241E - 4	Vendor Master Data Display
	Financial Reviewer	L250E - 6	L260E - 4	Accounts Receivable Reporter
	Good Receipts Interface Processing Monitor	L410E - 8	L281E - 5	Debt Interface Monitor
	Purchase Order Interface Processing Monitor	L412E - 7	L424E - 6	Payment Interface Processing Monitor
	Purchase Requisition Interface processing Monitor	L413E - 7	L432E - 6	Payment Interface Processing Monitor
	Invoice Interface Processing Monitor	L452E - 5	L435E - 5	Reimbursable Reporter
		L453E - 6	L445 - 16	Payment Interface Processing Monitor
		L454E - 2	L456 - 8	
	L455C - 16	L460 - 16		
	L457E - 2	L488 - 24		

CBT Enrollment and Completion



All CBT Courses will be completed utilizing the Army Learning Management System (ALMS). Failure to complete the minimum requirements for each assigned GFEBS Role will result in non-provisioning into the GFEBS Production application.

The Unit Command Team must ensure the students complete the necessary courses related to the technical position they have been assigned while deployed. It is recommended that all the applicable CBTs are complete prior to attending GFEBS End-to-End User Training.

Students may access the ALMS website through AKO (My Educ



ALMS Mandatory Video Tutorial

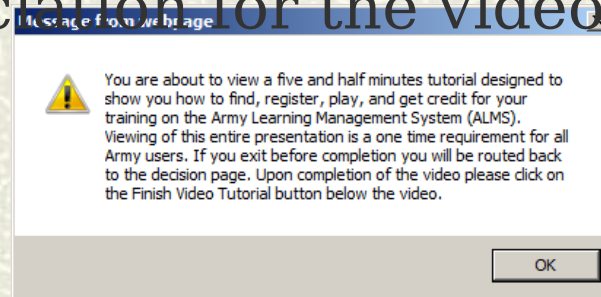
Effective 15 May 2013, the next time you visit ALMS you will be prompted to watch a 'mandatory' video tutorial (QuickTime format, MP4 filename extension).

If you do not watch the tutorial video to its conclusion, you will be redirected to watch it each time you login to the ALMS.

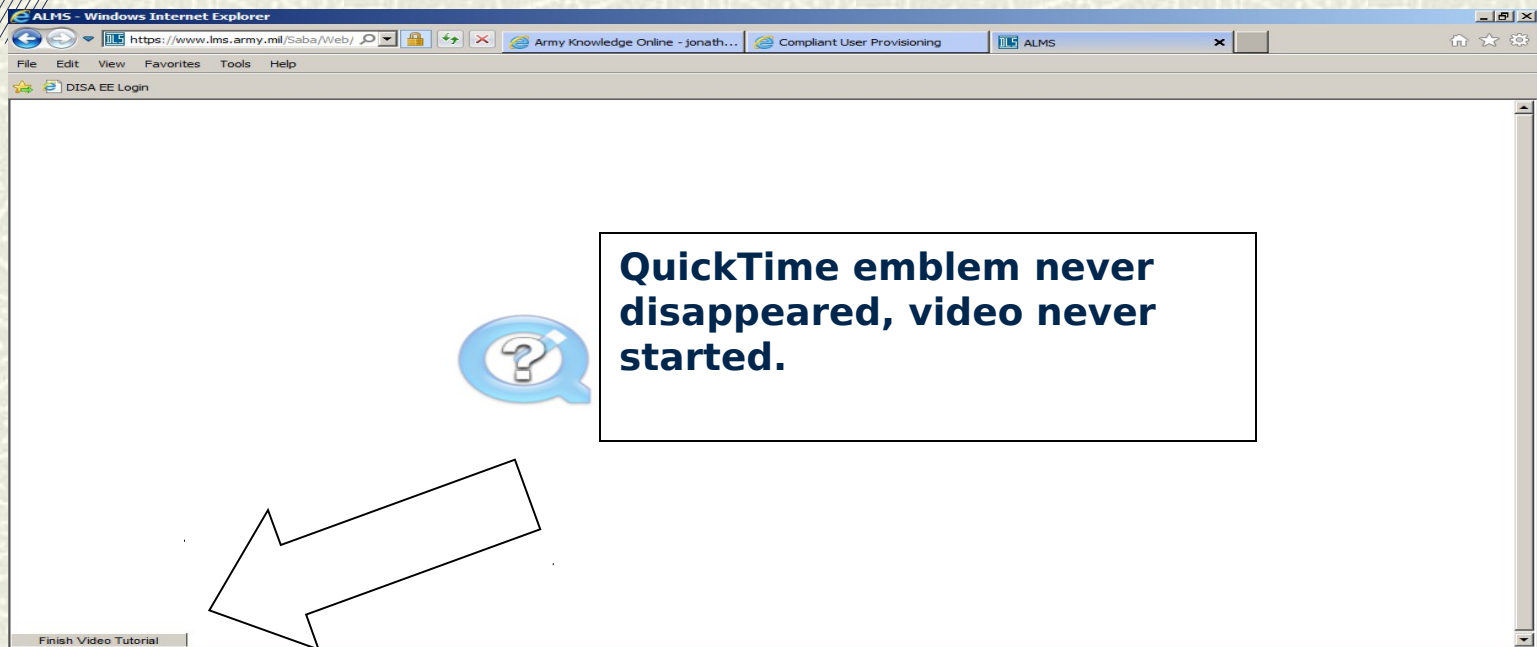
Note: *The video last about 5.5 minutes.*

ALMS Mandatory Video Tutorial (Quicktime Error)

If your computer is not configured properly to watch the video, you will be faced with a QuickTime icon that incorporates the question mark, indicating there is no QuickTime file association for the video file format.



ALMS Mandatory Video Tutorial (Quicktime Error)



If that appears, you can not watch the video without helpdesk intervention. Contact your respective IT/DOIM Helpdesk personnel. The fix should involve uninstalling, then reinstalling the QuickTime software.

Once the Helpdesk uninstall/reinstall process is completed,

Army Learning Management System (ALMS)

Access ALMS through



This information system is approved for UNCLASSIFIED//FOUO data

AKO ARMY KNOWLEDGE ONLINE FOUO

My Account ▾ Favorites ▾ Quick Links ▾ **Self Service ▾** Search

1 (Green arrow pointing to Self Service)

- AKO Mail Inbox (0)
- New Notifications
- New In My Files (3)
- New In My Blogs
- My Tasks
- Tell CPT AKO/Tell 1
- G1
- Wel... **2** (Green arrow pointing to My Education)
- AKO Speed Test
- AKO Training
- CAC Resource Ce

- Antivirus Services
- Army e-Commerce
- DA Pubs & Forms
- My Benefits
- My Clothing
- My Dental
- My Doctrine
- My Education**
- My Family
- My Finance
- My Health Res
- My Legal
- My Library
- My MEB/PEB
- My Medical
- My Medical Readiness
- My MilPay
- My Personnel
- My Pet
- My Reference
- My Safety
- My Security
- My Training

Incements
de a range of events, celebrations and

Inform Survey

Account
ual Instruction

AKO Stats

SFC Carlos Arguello

Organization: Unite
Financial Managem
(USAFMCOM), , Arm
Contractor (Army) (v
Address: DFAS-Ind
Indianapolis, Indian
T: 922715125 ; DSM
8901

Last Login
25 Oct 2012 19:56 GMT via cac

Last Password Change
Your last password change wa
Your password will expire on 1

My Professional Data

- My DEERS
- My Leader Development

The Army Learning Management System (ALMS)

ALMS
ARMY LEARNING MANAGEMENT SYSTEM

3 (Green arrow pointing to ALMS logo)

Access the ALMS or click the logo above

Army Learning Management System (ALMS)

Direct Access to the ALMS

Website



The image shows the ALMS website login interface. At the top is the ALMS logo with the text 'THE ARMY LEARNING MANAGEMENT SYSTEM'. Below the logo are two main login sections. The left section is titled 'Sign in using your AKO ID/PASSWORD' and includes fields for 'Username:' and 'Password:'. The right section is titled 'Sign in using your CAC/PIV' and includes a link 'Sign in with CAC' which is highlighted with a red box and a green arrow labeled '1'. A blue 'ActivClient Login' dialog box is overlaid on the left section. It contains the text 'ActivIdentity ActivClient' and 'Please enter your PIN.' Below this is a 'PIN' field with a red box around it and a green arrow labeled '2'. At the bottom of the dialog are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a red box and a green arrow labeled '3'.

<https://www.lms.army.mil>

Army Learning Management System (ALMS)

Applicable Course Search

The screenshot displays the ALMS interface with the following elements:

- Header:** U.S. ARMY logo, "ALMS" text, and navigation links: [Calendar](#), [Terms of Use](#), [Help](#), [Log Out](#).
- Search Section:**
 - Search** input field.
 - Advanced Search** link (highlighted with a red box and a green arrow labeled '2').
 - Search Tips** and **Search Preferences** links.
 - Course Iterations** dropdown menu.
 - Search** button.
 - ☐ **Show exact matches only**
 - Starting** dropdown menu (set to "In Next Six Months").
 - Locations** dropdown menu (set to "Any Location").
- Footer:** [To see current announcements, click here.](#)
- Navigation Buttons:**
 - Catalog Search** (Search for Training here) - highlighted with a red box and a green arrow labeled '1'.
 - Current Enrollments** (Training I am currently enrolled in).
 - Detailed Training Records** (Training I have completed).
 - ACCP Search** (Search for ACCP Training here).
 - Assigned Tasks** (Tasks I am responsible for).
 - Collaborative Army Training (CAT)**.
 - Browser Setting** (Check Browser Setting requirements).
 - Course Map** (Training requirements, Course progress and Certification status).
 - Links** (Help Center, ALMS Tutorial | Blackboard | ATRRS).

Army Learning Management System (ALMS)

Applicable Course Search (Cont'd)

When performing a partial text search, use the % for Wildcard search in front of the entered text.

Course Offerings

3

Files

Communities

Course/Phase/Certifications

Centra Recordings

Wikis

Curricula

Course Iterations

Category

Keyword

Title

[Simple Search](#)

[Configure](#)

|

S

Delivery Type

All

▼

Category

Language

-Select One-

▼

ID

Keyword

Facility

Location

Task

End Date <=

Field of Study

Start Date >=

10/26/2012

Title

GFEB L101E

[Simple Search](#)

[Configure](#)

[Save Search Query](#)

Search Training Catalog

5

4

Offerings

[Calendar View](#)

[Print](#)

[Export](#)

[Modify Table](#)

Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Actions
-------	---------	---------------	------------	----------	---------	----------	----------	----------	-----------------	---------

GFEB L101E		Web Based						English		
------------	--	-----------	--	--	--	--	--	---------	--	--

GFEB L101E		Training								
------------	--	----------	--	--	--	--	--	--	--	--

GFEB L101E										
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GFEB L101E										
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GFEB L101E										
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6

Register

Add to Plan

Submit Learning Request

Note: for a partial text Search, use % in front of the entered text (i.e., %GFEB L101E)

Army Learning Management System (ALMS)

Launching the selected Course

Registration Confirmation

[Printer Friendly Version](#)

Order Contact: Carlos Arguello

Billed To: Other

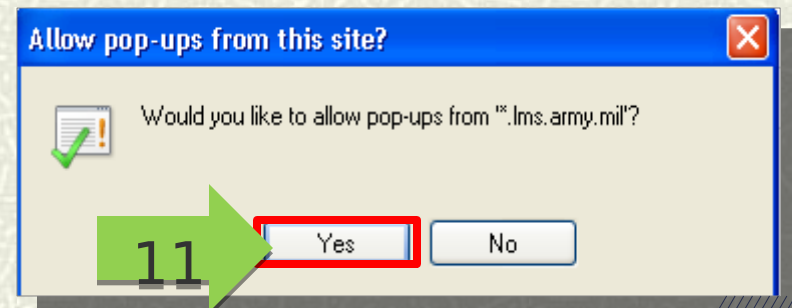
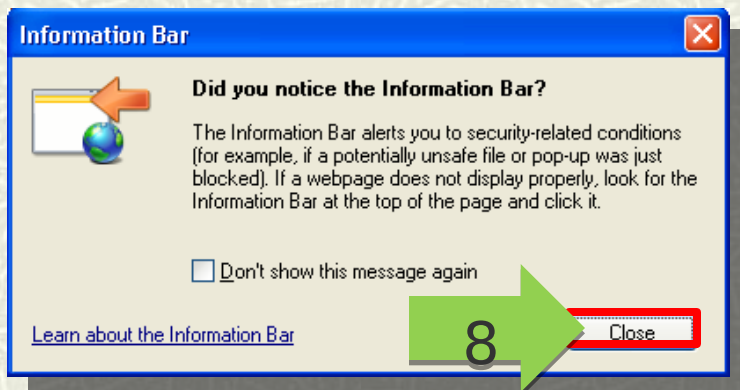
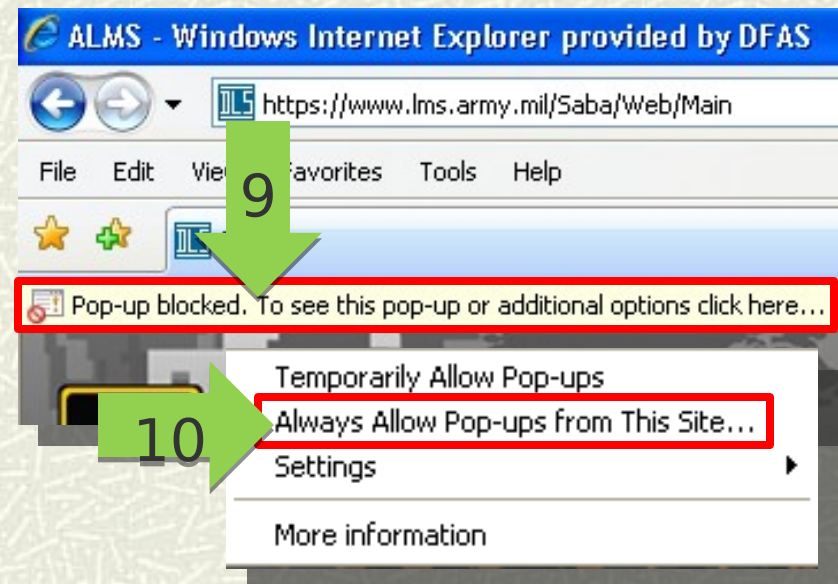
Order Status: Confirmed

Order Number: 10766246

Order Items

Title	Learners	Delivery Type	Status	Actions	Launch Content
GFEBS L101E GFEBS Overview	Carlos Arguello	Web Based Training			Launch Content

[Go to Enrollments](#)



Army Learning Management System (ALMS)

Launching the selected Course (Cont'd)

saba

[Reference](#) | [Email](#) | [Help](#) | [Print](#)

Please choose a navigation action

Table of Contents

L303E: GFEBS Navigation and Reports

Security Information

This page contains both secure and nonsecure items.

Do you want to display the nonsecure items?

Yes No More Info

Note: once accessed, the course itself will explain how to utilize the various functions within the learning software

Complete the Module in its entirety (CBT's usually have multiple Modules). Closing the application prior to completing a Module will result in the student having to take it over again. Once a module is completed, click the button in Step 15 in order to ensure completion credit.

Click **Return to ALMS** to mark the module complete and return to the ALMS.

Return to ALMS

15

Army Learning Management System (ALMS)

Viewing Course Status and launching remaining

The screenshot displays the ALMS interface. At the top, there is a navigation bar with links for Calendar, Terms of Use, Help, and Log Out. Below this, a green arrow labeled '2' points to a course entry: **GFEBS L101E GFEBS Overview (00012977)**. The course details show a duration of 00:00 hours and a confirmed status with a registration date of 10/26/2012. A 'Launch' button and a link to 'more actions' are visible.

Below the course details, a list of modules is shown. A green box highlights the first module, **GFEBS L101E Module 1: Introduction to GFEBS (9 Oct 09)**, which has a status of 'Successful (Unlimited attempts)'. A green arrow labeled '3' points to the 'Launch' button for this module. A red box highlights the remaining three modules, which have a status of 'Not Evaluated (Unlimited attempts)'. A red arrow labeled '1' points to the 'Launch' button for the second module, **GFEBS L101E Module 2: GFEBS Features and Structure (9 Oct 09)**. A red diagonal label 'Incomplete Course Modules' is placed over the red box.

At the bottom, there is a grid of navigation buttons. A green arrow labeled '1' points to the **Current Enrollments** button, which is highlighted with a red border. Other buttons include Catalog Search, Detailed Training Records, ACCP Search, Assigned Tasks, Collaborative Army Training (CAT), Browser Setting, Course Map, and Links.

Note: it is recommended for students to enroll in all GFEBS-Role related courses immediately. This will allow for better tracking of progress.

Army Learning Management System (ALMS)

Course Completion and

[Calendar](#) | [Terms of Use](#) | [Help](#) | [Log Out](#)

	A	B	C	D	E	F	G	H	I	J	K	L
1	Learner Name	Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Course Iteration Name	Credits
2	Carlos Arguello	GFEBS L101E GFEBS Overview		Web Based Training	10/26/2012	Successful		10/26/2012		93.33		
3												

Welcome Carlos Arguello

Detailed Training Records

Learner Name	Title	Version	Delivery	Registration Date	Completion Status	Completion Date	Marked by	Score	Grade	Course Iteration Name	Credits	Actions
Carlos Arguello	GFEBS L101E GFEBS Overview		Web Based Training	10/26/2012	Successful	10/26/2012		93.33				Print Certificate of Completion

CERTIFICATE of COMPLETION

This is to certify that:

Carlos Arguello

successfully completed

Lesson Template Title - GFEBS L101E GFEBS Overview

Lesson Template Id - 00007917, 10/26/2012

Stanley C. Davis

Stanley C. Davis
Product Director
Distributed Learning System

Note: Course statuses may be exported and saved to EXCEL (See the above example). The certificate may also be printed and saved.

Role Authorization Form (RAF)



This form is utilized to document completion and approval of required on-the-job training activities for GFEBS roles that formerly required Instructor-Led Training (ILT) as part of the formal role provisioning process. After completion and electronic signature, the form must be scanned and made part of the GRC Request. The following are the only GFBES Roles that require completion of a RAF:

- BI PP&E Reporter
- Cash Balancing Processor
- Debt Interface Monitor
- Payment Processor
- Project Period End Close Processor
- Payment Certifier

Role Authorization Form (RAF) (Cont'd)



Effective 15APR13

GFEBS Role Authorization Form ROLE TITLE: GFEBS Cash Balancing Processor

v.0

Full Name:	<input type="text"/>	EDIPI (CAC/ADC Number):	<input type="text"/>
AKO Username:	<input type="text"/>	Employee Type:	<input type="checkbox"/> Military <input type="checkbox"/> Contractor
E-Mail Address:	<input type="text"/>		<input type="checkbox"/> Civilian <input type="checkbox"/> Non-US Citizen

Tasks Required for Role Authorization

Required Action	Document or Exercise	Document or Activity Name	Date Completed	Digital Signature
Verify Access	Exercise	Access Performance Support Website - https://prodep.gfebs-erp.army.mil/nedhelp/mav/index.htm	<input type="text"/>	<input type="text"/>
Verify Access	Exercise	Access Portal-GFEBS on mWIKI - https://www.mfalta.mil/wiki/Portal-GFEBS	<input type="text"/>	<input type="text"/>
Verify Access	Exercise	Access GFEBS Release Notes Folder on AKO - https://www.usarmy.mil/suite/files/14205384	<input type="text"/>	<input type="text"/>
Verify Access	Exercise	Access Remedy Self Service Home Page - https://remedyweb.gfebs-erp.army.mil/	<input type="text"/>	<input type="text"/>
Read	Document	L416: Cash Balancing Training Guide	<input type="text"/>	<input type="text"/>
Perform	Exercise	Post 1081 Adjustment Transaction Application Tutorial	<input type="text"/>	<input type="text"/>
Perform	Exercise	Run Customer Line Item Report Application Tutorial	<input type="text"/>	<input type="text"/>
Perform	Exercise	Run G/L Line Item Report (Unmatched Collection) Application Tutorial	<input type="text"/>	<input type="text"/>
Perform	Exercise	Run G/L Line Item Report (Unmatched Disbursement) Application Tutorial	<input type="text"/>	<input type="text"/>
Perform	Exercise	Vendor Line Item Report Application Tutorial	<input type="text"/>	<input type="text"/>
Read	Document	1081 Auto Sweep Job Aid	<input type="text"/>	<input type="text"/>
Read	Document	Import and Export Files in GFEBS Job Aid	<input type="text"/>	<input type="text"/>
Read	Document	Check Reversal Rework User Procedure	<input type="text"/>	<input type="text"/>
Read	Document	Exclude Invoice User Procedure	<input type="text"/>	<input type="text"/>
Read	Document	Post with Closing User Procedure	<input type="text"/>	<input type="text"/>
Read	Document	Query for 1081 User Procedure	<input type="text"/>	<input type="text"/>
Read	Document	Reverse Financial Posting User Procedure	<input type="text"/>	<input type="text"/>

GRC Request #	Request Creation Date	GRC Supervisor Name	Role Description	CBT Completions Recorded in ALMS	Valid From Date (dd-mm-yyyy)	Valid To Date (dd-mm-yyyy)
<input type="text"/>	<input type="text"/>	<input type="text"/>	GFEBS Cash Balancing Processor	<input type="text"/>	<input type="text"/>	31-Dec-9999

CBT Training Completions Verified in ALMS by:	<input type="text"/>	CBT Verification Date:	<input type="text"/>
---	----------------------	------------------------	----------------------

Interim Provisioning Conversion Justification	<input type="text"/>
---	----------------------

Role Provisioning Approved By:	<input type="text"/>	Provisioning Approval Date:	<input type="text"/>
--------------------------------	----------------------	-----------------------------	----------------------

Instructions for GFEBS Role Authorization Form

PURPOSE: Use this form to document completion and approval of required on-the-job training activities for GFEBS roles that formerly required Instructor-Led Training (ILT) as part of the formal role provisioning process. After completion, scan the form and attach to the GRC request.

End user completes the information below:

Full Name:	- Enter the end user's first name, middle initial (if applicable), last name, and any required suffix (e.g. Jr., III, etc.)
EDIPI (CAC/ADC Number):	- Enter user's EDIPI or other identifying number mapped to their Common Access Card (CAC) or Alternate Smart Card (ADC). ADCs are used by some non-US Citizens for GFEBS access in countries that do not allow biometric identification via CAC.
AKO Username:	- Enter the AKO username for the end user. Validate AKO user name accuracy by checking the AKO People Finder entry for the end user.
E-Mail Address:	- Enter the end user's current, valid e-mail address. Be sure to include .ctr / .civ / .mil values, as many sites have migrated/re-migrating to DISA Enterprise E-Mail.
Employee Type:	- Mark the correct selection for the end user by clicking on one of the boxes to insert an 'X'.

End-user completes the entries in the table for all the required tasks.

Date Completed	- From the drop-down calendar feature, select the date by which the required task was completed.
Digital Signature	- Digital Signature assertion that the listed task was completed on or before the date entered for the task.

Following the completion of the required tasks and digital signatures, end user should save and e-mail the file to the appropriate GRC Training Coordinator for the organization.

GRC Training Coordinator completes the information below:

GRC Request #:	- Enter the end user's GRC request number that includes the specified role.
Request Creation Date	- From the drop-down calendar feature, select the date that the GRC request was created.
GRC Supervisor Name:	- Enter the name of the GRC Supervisor that approved the GRC Request.
CBT Completions Recorded in ALMS	- From the drop-down menu, select the correct indicator, YES or NO, based on the information in the end user's ALMS transcript. IMPORTANT NOTE: Completion of all CBT Courses is a policy requirement for role provisioning. If you mark 'NO' for a role, then this role does not qualify for provisioning.
Valid From Date:	- From the drop-down calendar feature, select the date on which the interim or interim to permanent provisioning will begin.
CBT Training Completions in ALMS Verified by:	- Digital Signature of the Training Coordinator who verified end user's CBT completions in ALMS. CBT completion information should display on the user's ALMS Detailed Training Records, or if course completions did not register properly, the user can provide Army Training Help Desk ticket numbers for entry into the GRC Training Coordinator approval notes.
CBT Verification Date	- From the drop-down calendar feature, select the date on which the ALMS transcript was verified by the training coordinator. This date should closely coincide with the interim provisioning approval date in GRC.

Following the completion of the above information, GRC Training Coordinator must save the file, then e-mail the form to the appropriate approver as defined by the provisioning policy.

Complete final review and authorizations

Interim Provisioning Conversion Justification	- If user has completed substantive on-the-job training in accordance with prior interim provisioning guidelines, but has not yet attained the 720-hours OJT threshold, provide justification for converting prior interim provisioning to permanent provisioning in lieu of end user completing the required tasks listed in this form.
Role Provisioning Approved By:	- Digital Signature of authorized approver.
Provisioning Approval Date:	- From the drop-down calendar feature, select the date on which the Requested Access was Approved.

After form is 100% complete, save and e-mail the file back to the GRC Training Coordinator for scanning and attachment to the GRC request containing the approved role.

GFEBS End-to-End User Training



GFEBS End-to-End User Training may be requested and executed prior to deployment and after the completion of all required CBT's. The organization responsible for executing this training is the United States Army Financial Management Command (USAFMCOM) Operational Support Team (OST) located in DFAS-Indianapolis. The training may be conducted in DFAS-Indianapolis, IN or Fort Dix, NJ (location will be based on OST mission and deploying unit training requirements). The Deploying Unit must request training no earlier than 90 days out. All communication regarding training is conducted via email.

GFEBS End-to-End User Training (Cont'd)

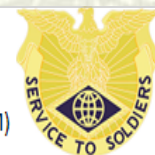


Training Sandbox Access Request Form

GFEBS TED 359 Access Request

Unit: _____

United States Army Financial
Management Command (USAFMCOM)




Point of Contact information: <i>(preferably Unit Commander or Det SGT)</i>	Last Name	First Name	Rank	Phone Number	AKO Email Address

Unit	Deployment Location	Tentative Technical Role / Position	Name		Rank	CAC ID (EDIPI)+ -10 Digits-	Investigation Type (ANAI, NALC)	Actual Clearance	Granting Source	AKO Email Address	Date Requested	Training Dates
			Last	First								

FM Units scheduled to conduct Pre-Deployment USAFMCOM-OST GFEBS Training must complete the “GFEBS TED 359 Access Request” form in order to request access to the training database. The complete form must be submitted to the USAFMCOM-OST TED 359 Access Coordinator no later than 2 weeks prior to the initiation of training.

Note: This form is for access to the USAFMCOM training Sandbox only.

GFEBS End-to-End User Training (Cont'd)

 DEPARTMENT OF THE ARMY
United States Army Financial Management Command
8899* East 56* Street, Room 129Z
Indianapolis, IN 46249-3000

REPLY TO
ATTENTION OF

FFM-FC-ZA Date

MEMORANDUM FOR Director, FMSC, Camp Arifjan, Kuwait APO AE 09366

SUBJECT: Completion of General Fund Enterprise Business System(GFEBS) Training for the 123rd FMSU

1. The United States Army Financial Management Command(USAFMCOM) Operational Support Team(OST) conducted GFEBS Instructor Led Training(ILT) for the Soldiers listed in paragraph 2 from 1-12 January 2012 on the following topics:

- STANFINS/GFEBS LOA
- Process Goods Receipt (MIGO)
- Process Invoice (MIRO) Process Blocked Invoice (FB60)
- Contract Research (ME2N, ME23N)
- Process Payment Proposal/Process Payment Run(F110)
- Create Vendor Master Pay File (XK01, XK02, XK03)
- EFT Return/EFT Reject Process/IDOC Errors
- DDS Interface file Posting DOV

2. The following Soldiers completed GFEBS Instructor Led Training(ILT) as specified above:

RANK	NAME	EDI/PI#
2LT	JOHN SMITH	1234567890

3. The POC for this memorandum is the undersigned at

//S//

Upon completion of GFEBS Training, the OST Director will issue a “GFEBS End-to-End Training Listing” memorandum that will become part of the “GFEBS End User Packet” provisioning request (the memorandum will also be sent to the incumbent TFMSC GRC Coordinator). This memorandum will contain:

- FM Unit Trained
- Dates of Training
- Rank, Name and EDI/PI of students
- Topics covered
- Assurance that all CBT requirements were completed
- Signature of the OST Director

Note: A student “Sign in roster” and roster must accompany this memorandum


"Boots on Ground" GFEBS Training



Soldiers who deployed without OST GFEBS End-to-End User Training may have the opportunity to obtain training in theater as a last resort. The training will be conducted by the Theater Financial Management Support Center (TFMSC), Internal Control (IC) section.

Once GFEBS Training and the required CBT's are completed, the Internal Control (IC) TFMSC will submit a memorandum to the Theater Financial Management Support Center (TFMSC)

Government Risk & Compliance (GRC) Coordinator with the same

 DEPARTMENT OF THE ARMY
1ST SUSTAINMENT COMMAND (THEATER)
THEATER FINANCIAL MANAGEMENT SUPPORT CENTER (13TH)
CAMP ARBUTHNOT, KUWAIT
APO, AE 09366

REPLY TO
ATTENTION OF

ACEN-TSC-FMSC Date

MEMORANDUM FOR GFEBS, Governance Risk and Compliance (GRC) Training Coordinator, Theater Financial Management Command

SUBJECT: Completion of General Fund Enterprise Business System (GFEBS) Training for the 123rd FMSU

1. Reference: PM GFEBS Guidance Memorandum, Interim Provisioning for the use of General Fund Enterprise Business System, dated 20 December 2011, and GFEBS Interim/Interim-to-Permanent Provisioning Form.

2. Purpose: To obtain interim provisioning to access GFEBS for the following Soldier(s) assigned to 123rd FMU:

RANK	LASTNAME, FIRST NAME	EDIPI#
SSG	Snuffv, Joe	1234567890
SSG	Snuffv, Joe	1234567890

3. The 13th Financial Management Support Center (FMSU) conducted training for the Soldiers listed in paragraph 2 on date on the following topics:

- STANFINS GFEBS FISCAL Code
- Process Goods Receipt (MIGO)
- Process Invoice (MIRO)
- Process Payment Proposal
- Process payment Run
- Update vendor Master Pay file; Process blocked FB60

4. Additionally, Soldiers have completed all the required Computer Base Training (CBT) for their required roles.

5. POC for this action is 13th FMSU trainer rank and full name at work number or e-mail address.

PAUL J. BRISTOL
LTC, FC
Deputy Director

GRC Questionnaire (GFEBs Production)



UNIT/GROUP GRC QUESTIONNAIRE

LAST NAME	FIRST NAME	EDIPI#	ROLE(S)	E-MAIL ADDRESS (AKO ONLY)	PHONE NUMBER	JOB TITLE	RANK	UNIT	SECTION	SUPERVISOR NAME	SUPERVISOR AKO E-MAIL ADDRESS

Required Information	
Last Name	
First Name	
Email Address (***AKO ONLY***)	
Phone Number (xxx) xxx-xxxx	
EDIPI Number (Write/type your 10 digit CAC number found on the back of your ID card)	
Foreign National (Y/N)	
Job Title	
GS Job Series (ie 0510)	
Military Rank	
Unit/Organization	
Section/Directorate (i.e. S4, G1)	
Supervisor's Last Name	
Supervisor's First Name	
Supervisor's Email Address (***AKO ONLY***)	
SYSTEMS: PURCHASE REQUESTS	IDENTIFY: Specific Functions PR Processor Role(s):

GRC Questionnaires must be completed for all candidates to consolidate users information for provisioning. Supervisors must complete the tracker (either individual or Group) with the requested information. The information will eventually be forwarded to the Theater Financial Management Support Center (TFMSC) Government Risk &

Provisioning Packet submission



Once all training and documentation requirements are met, the Provisioning Request packet will be forwarded to the TFMSC GRC Coordinator to initiate access to GFEBS production. The packet must contain the following:

- ✓ 1. GRC Questionnaire
- ✓ 2. GFEBS End-to-End Training Memo (if training was conducted prior to deployment)
- ✓ 3. Proof of CBT Completion*
- ✓ 4. Complete RAF (if applicable)
- ✓ 5. Complete Provisioning Checklist

GFEBS Role Authorization Form
 ROLE TITLE: GFEBS Cash Balancing Processor

☐ Select GFEBS user roles needed for your duty position from one of the lists below:

	FMSD CVS PAX					Total	FMSU CVS PAX		Total
	SR CVS ANALYST	CVS ANALYST	CVS TECHNITION	CVS TECHNITION	CVS CLERK		CHIEF CVS ANALYST	SR CVS ANALYST	
Manual Processing User Roles									
Invoice Processor**	X			X	2		X	1	
Site Invoice Processor*	X			X	2		X	1	
Vendor Master Data Controller					X	1		0	
Goods Receipt Processor					X	1		0	
Payment Processor**		X	X		2	X		1	
Payment Certifier**		X	X		2	X		1	
Release Blocked Invoice Processor			X		1			0	
Bank Account Viewer	X				1	X		1	
Financial Reviewer					0			0	
Vendor Master Data Display	X				1	X		1	
Site Invoice Interface Processing Monitor								0	
GFEBS Monitoring Roles									
Payment Interface Processing Monitor***									
Goods Receipt Interface Processing Monitor									
Invoice Interface Processing Monitor									
Required GFEBS User Roles									
Optional User Roles									
Needed for WAJF Only									

* One person can have both roles
 ** One person can have both roles
 *** Recommend to be in disbursing

☐ Use the "Provisioning Role to Course Map" to identify the required Computer Based Courses (CBTs) for specific user roles.
☐ Register for required CBTs through ALMS on AKO (see how to register for GFEBS CBT courses)
☐ Complete CBTs
☐ Supervisor, verify that user(s) completes all required CBTs (Check Soldiers ALMS). This will ensure a timely and smooth provisioning process.

***Note:** The TFMSC GRC Approvers will have access to ALMS in order to verify course completion prior to considering granting access to GFEBS. Hard copy certificates may not be needed.



TFMSC Responsibilities

TFMSC Responsibilities

Applies to FMSC/FMSUs/FMSDs Soldiers who are requesting GFEBS access

Provisioning Request Process

1. Identify User Roles
2. Complete required CBTs
3. Complete Role Authorization Task and Form (RAF)
4. Complete GFEBS End-to-end Training and obtain Memorandum of Training (MOT)
5. Identify users who have GFEBS access with CONUS unit – remove roles and lock accounts
6. Complete Unit/Group GFEBS user Listing
7. Submit Provisioning Request (user listing, Payment Certifier's DD 577, RAF and Memo Of Training) to TFMSC.GRC@mail.mil

Send Provisioning Request Via e-mail

Applies to TFMSC GRC approvers who are granting GFEBS access

GFEBS Provisioning Process

1. Receive Provisioning Request
2. Conduct workflow processes below:

Access Notification Via E-mail

Applies to FMSC/FMSD/FMSU GFEBS users

GFEBS Access Confirmation Process

1. Receive access notification e-mail
2. Log on the GFEBS through AKO and check for access and requested roles
3. Inform TFMSC GRC Manager of any issues

Identify GFEBS Users

Assign GFEBS Roles to Users

Resolve SoD Conflicts

Approve GFEBS Roles

Verify Background Investigation for GFEBS Users

Validate Training Completions

Provision User

Supervisor

SoD Approver
DASA-FO

Role Approver

FSO Security Manager

Training Coordinator

TFMSC Role in Provisioning

(Cont'd)



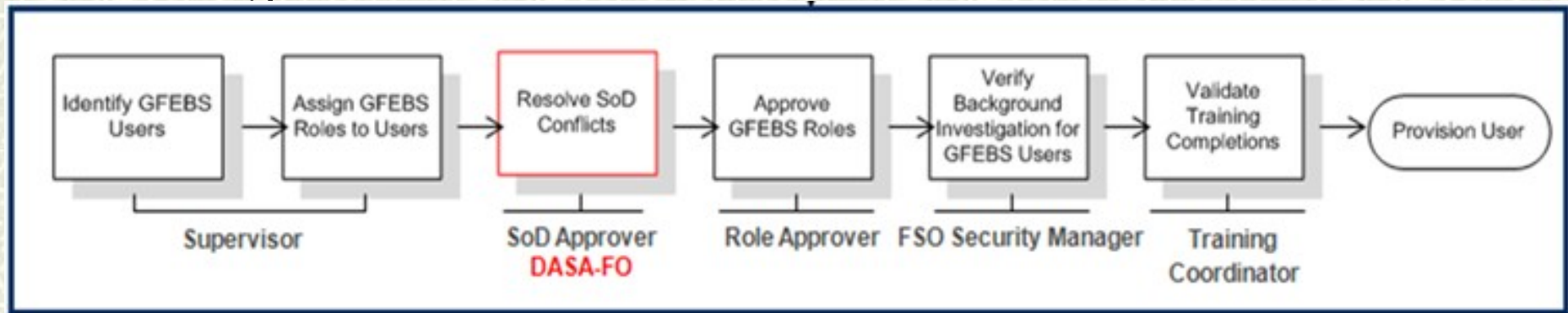
The incumbent Theater Financial Management Support Center (TFMSC) is responsible for the provisioning of all deploying FMSC, FMSU and FMSC personnel into GFEBS. The TFMSC is in charge of enforcing provisioning guidelines and requirements, providing job aides, policies, and SOP's to assist in day to day Financial Management operations, transfers of authority, training and increasing situational awareness of theater GFEBS business processes.

The TFMSC is also responsible for the approval and maintenance of all GFEBS

“GRC Approver” definition

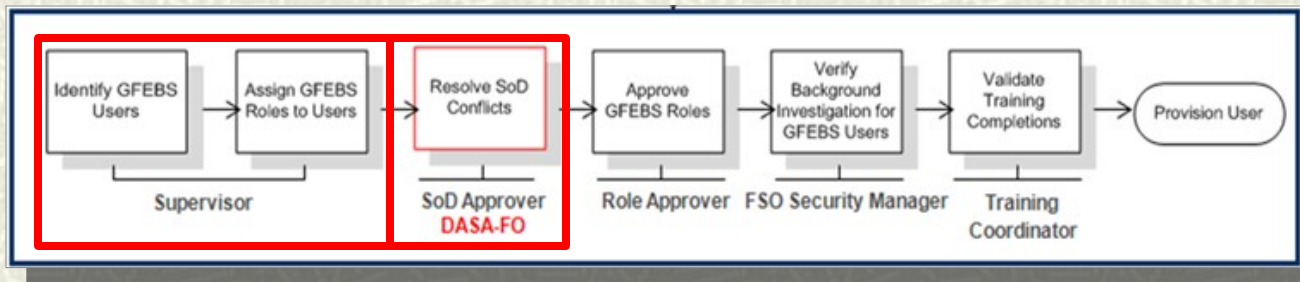


A GRC Approver is an individual authorized to use GRC and complete GRC Workflow activities. The following are considered GRC Approvers: GRC Supervisors, GRC Role Approvers, GRC SoD Approvers, GRC Security Managers, and GRC Training Coordinators.



GRC Approval Flow

GRC Approval Flow



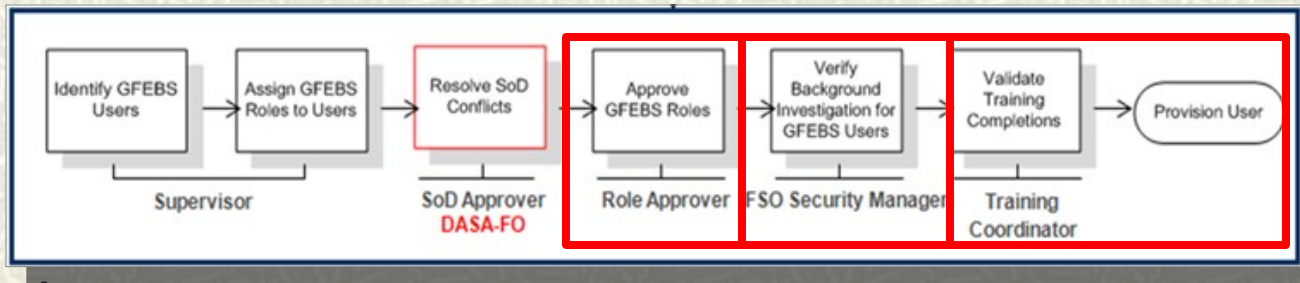
GRC Supervisor

- Receive and create user Requests in GRC
- Assign GFEBS roles to users
- Perform a preliminary SoD Risk Analysis
- Remediate SoD conflicts (delete role assignments)
- Perform the initial approval of a Request

GRC SoD Approver (DASA-FO (Pentagon) serves as the GRC SoD Approver for all Army organizations)

- Perform an SoD Risk Analysis
- Perform an SoD Simulation
- Mitigate SoD conflicts (assign a Mitigating Control). This action is fully controlled at DASA-FO.
- Remediate SoD conflicts (delete role assignments). If this action is not performed by the GRC Supervisor, it is controlled at DASA-FO

GRC Approval Flow (Cont'd)



GRC Role Approver

- Ensure the accuracy of role assignments
- Delete roles from a Request, as necessary
- Approve or reject roles within a Request

GRC Security Manager

- Verify that the background investigation for each user is sufficient to support the role(s) selected by the GRC Supervisor
- Approve or reject a Request

GRC Training Coordinator

- Verify GFEBS role-based training completions
- Grant access to the GFEBS system
- Notify the User of approved and active GFEBS Access

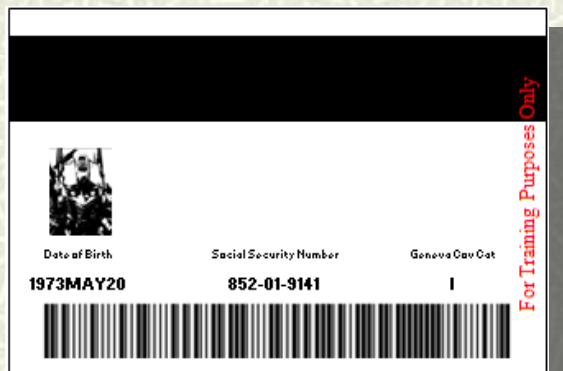


Useful Information and Links

Obtaining User EDI/PI information



Old Style CAC Card



10 Digit EDI/PI

ISCO.4418147479

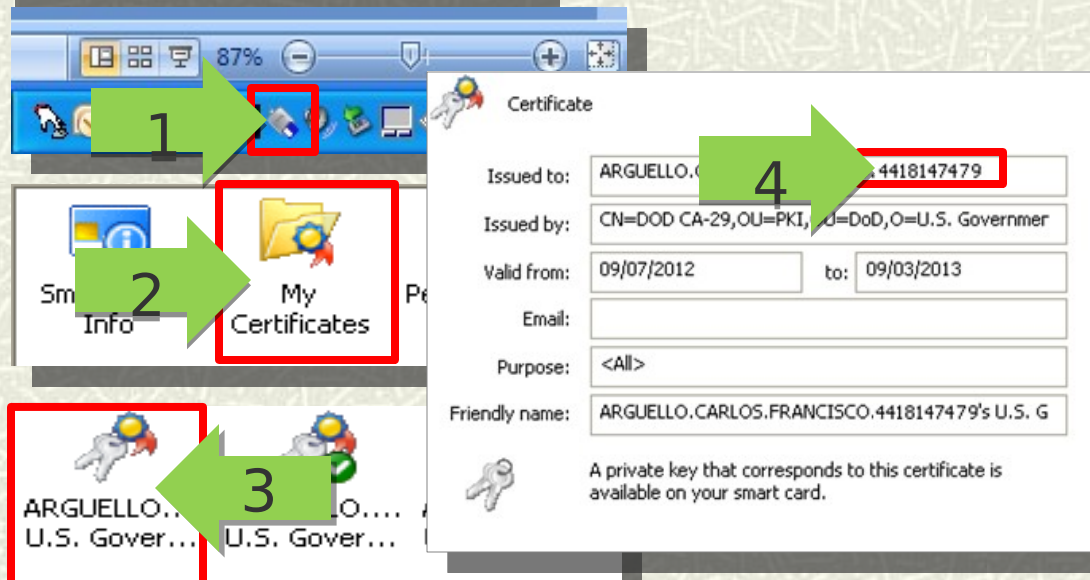
New Style CAC Card



DOD ID Number

1263201785

10 Digit EDI/PI



TFMISC Support Center (milWiki Portal)

Requesting Access (must have an active AKO Account)



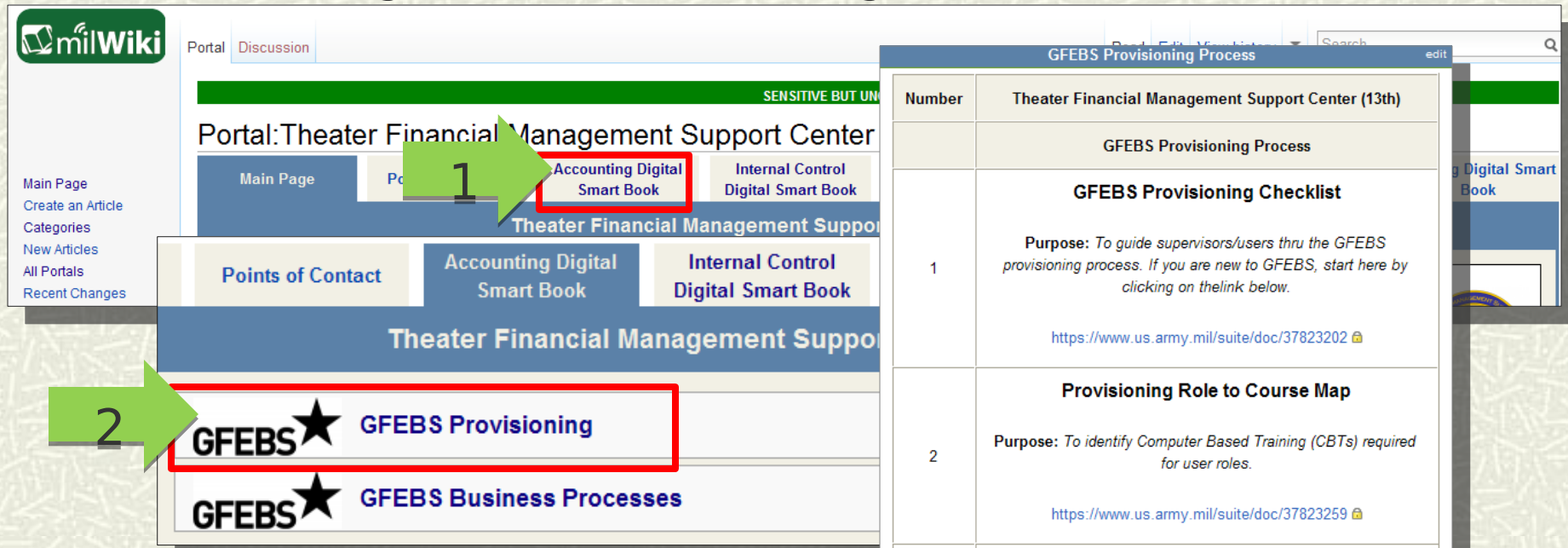
The image illustrates the process of requesting access to the milSuite portal. It shows a sequence of steps: 1. Agreeing to the terms of service. 2. Clicking the registration link. 3. Selecting a digital certificate. 4. Filling out the registration form. 5. Creating a new account.

NOTE: It may take up to 10 minutes for your account to be activated in the system.

https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3ATheater_Financial_Management_Support_Center

TFMSC Support Center (milWiki Portal)

Accessing GFEBS Provisioning Information



The screenshot shows the milWiki portal interface. The main navigation bar includes links for Main Page, Create an Article, Categories, New Articles, All Portals, and Recent Changes. The main content area displays the Theater Financial Management Support Center. A green arrow labeled '1' points to the 'Accounting Digital Smart Book' link. A green arrow labeled '2' points to the 'GFEBS Provisioning' link, which is highlighted with a red box. Below the 'GFEBS Provisioning' link is the 'GFEBS Business Processes' link.

NOTE: this is just a small example of the information available regarding provisioning. Access the portal to view it all.

GFEBS Provisioning Process	
Number	Theater Financial Management Support Center (13th)
	GFEBS Provisioning Process
1	GFEBS Provisioning Checklist Purpose: To guide supervisors/users thru the GFEBS provisioning process. If you are new to GFEBS, start here by clicking on the link below. https://www.us.army.mil/suite/doc/37823202
2	Provisioning Role to Course Map Purpose: To identify Computer Based Training (CBTs) required for user roles. https://www.us.army.mil/suite/doc/37823259
3	Example Interim Provisioning USAFMCOM Purpose: This is an example of USAFMCOM training certification memorandum. Units who have completed Operational Support Team (OST) training must ensure that USAFMCOM e-mails to the Theater Financial Management Support Center (TFMSC) Government Risk & Compliance (GRC) Coordinator. https://www.us.army.mil/suite/doc/37823200
	Unit or Group GRC Tracker

Useful Links



- ❖ Army Learning Management System (ALMS)

<https://www.lms.army.mil>

- ❖ Army Knowledge Online (AKO)

<https://www.us.army.mil>

- ❖ GFEBS Home Page

<http://www.gfebs.army.mil/>

- ❖ GFEBS PSW (Performance Support Website) * *User must be provisioned on the training database*

https://www.us.army.mil/suite/designer;jsessionid=FABCE35B09264FEA36CEEB2E943E2D97.appd06_3

- ❖ Operational Support Team (OST) GFEBS training materials

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>



QUESTIONS

CFEBS?

GENERAL FUND ENTERPRISE BUSINESS SYSTEM